

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

1. Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Requesting Agency

PURCHASING OFFICE

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. PRIORITY COMPANIES - BILLS

This form, unnumbered and of no fixed size is a bill pertaining to tools, supplies and repairs on equipment such as bulldozers, or and any excavating equipment for the years 1941 to 1946 inclusive.

Also included in the file is correspondence with various companies regarding priorities. The material occupies 2 transfiles. The file is arranged alphabetically and contains correspondence (generally 8 1/2" X 11") with companies relative to priorities.

RECOMMENDATION: DISPOSE OF ACCUMULATION

*Approved
Hall of Record
Commission*

7. Agency, Division or Bureau Representative

Paul A. Willis
Signature

Supervisor of Record Survey
Title

May 13, 1954
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

June 22, 1954
Date
Maura S. Redoff
Archivist

AUG 9 1954
Date
[Signature]
Secretary